

# Notification of Ordering Transcript on Appeal

- STEP 1.** Click on **Bankruptcy or Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Appeals**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number or adversary proceeding number using the YY-NNNNN or YY-NNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the case number and name are correct.
- ☐ Select the **Notification of Ordering Transcript on Appeal** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** **Select the appropriate event(s) to which your event relates** screen displays.
- ☐ Select the related Notice of Appeal event.
  - ☐ If a transcript has been ordered, accept the default of Yes. If a transcript has not been ordered, select No.
  - ☐ Click **Next**.
- STEP 7.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 8.** Confirm the case number and name are correct.
- ☐ Click **Next**.

**STEP 9.** The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

**STEP 10.** The **Notice of Electronic Filing** screen displays.

**STEP 11.** Over the top of the **Notice of Electronic Filing** screen, the Electronic Payment screen displays.

☐ Click **Pay Now** to pay now and exit out of the event.

☐ Click **Continue Filing** to file another case/document.